

TRAPPER EDUCATION CLASS GUIDELINES

****Post your class to the online system and notify the DNR and WTA Statewide Coordinators of your planned course. Even if you have enough students for a class already, you must post the class to the online system and mark it as full to meet the notice requirements for insurance purposes. The class must be posted to the online system FOUR weeks prior to the class in order for the class to be covered by insurance.**

**** Course materials can be ordered in advance when you set up your course.**

****Contact the Statewide Coordinator for outreach materials.**

****Any instructor not actively involved in a class for three years or more must assist a lead instructor with a Trapper Ed Class, attend another Instructor Orientation prior to becoming a lead instructor again. This is necessary to keep all instructors up to date on the latest rules, regulations, and other trapping related issues which are always changing and often revised on an annual basis.**

****Pre-registration is recommended for your classes. This way you can get a rough estimate on how many to expect and plan accordingly. You can also send out class materials to these students prior to the start of class which will allow them to fill out the registration form, read any required background chapters, and become familiar and gain knowledge of trapping prior to the actual class. The manual is available online, on CD, and in hard copy to try to ease distribution to students.**

****It is recommended that you have at least one instructor for every 8–10 students. If you have a big class and need help finding more instructors, ask your District Coordinator for assistance in finding instructors in your area.**

****Currently there is no minimum age for trapping in Wisconsin; however, we recommend that all students should be at least 10 years of age to take the class. This may be too young for some kids but alright for others. Some 8-year-olds may be more mature and responsible than 12-year-olds. Please use your discretion.**

****Students must have their Student Registration Form filled out and signed at the start of class for liability reasons. They must have a DNR Customer ID Number prior to class.**

****Each class must be a minimum of 12 hours in length to ensure that students are familiar with basic furbearer knowledge, trapping skills, and landowner respect.**

****Get at least one DNR-related personnel to be part of your class, preferably a Warden. You may also ask a wildlife biologist, if available. If you need help finding someone, contact your DNR Trapper Ed Coordinator for assistance.**

****Do not feel required to pass all students. We want to make sure graduates will be responsible, ethical trappers. If you feel a student has not learned the material and/or has not put enough effort into learning the material, it is within your rights to NOT certify that student. Keep in mind they do not get their money back if they don't get certified.**

****Send all completed class materials (rosters, class fees, registration cards, tests, etc.) to: WCTEP Statewide Coordinator, 473 Griffith Ave, Wisconsin Rapids, WI 54494 within two weeks following the completion of your class. Please send payment for class fees in the form of a check or money order only made payable to: WCTEP. DO NOT SEND CASH!!**